

ENCOMPASS

## **Workshop: General Ledger**

Start Exercise

Exercise 1:  
General Ledger – Ledger Inquiry

Step 1.

Navigate to the following menu path:  
[General Ledger >> Review Financial Information >> Ledger >> Add a New Value](#)

Expected Results: Add a New Value page displays.

Ledger

Find an Existing Value

Add a New Value

Inquiry Name:

Add

Find an Existing Value

Add a New Value

GLSC01

Step 2.

Enter the following information:

Inquiry Name:       “Your initials”LEDGER (e.g. LMSLEDGER)

Click 

Add

 .

Expected Results: Ledger Inquiry page displays.

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name

LMSLEDGER

\*Unit

00050

\*Ledger

\*Fiscal Year

\*From Period

\*To Period

Currency

Stat Code

Show YTD Balance

Show Transaction Details

Include Closing Adjustments

Only in Base Currency

Max Ledger Rows:

100

Search

Clear

Delete

GLSC02

Step 3.

Enter or Select the following information:

Unit:                   00050  
Ledger:                ACTUALS  
Fiscal Year:          2008  
From Period:         1  
To Period:            12

Expected Results: Correct data entry.

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name

LMSLEDGER

\*Unit

00050

\*Ledger

ACTUALS

\*Fiscal Year

2008

\*From Period

1

\*To Period

12

Currency

Stat Code

Show YTD Balance

Show Transaction Details

Include Closing Adjustments

Only in Base Currency

Max Ledger Rows:

100

Search

Clear

Delete

Chartfield Criteria

Customize | Find |

First 1-15 of 15 Last

ChartField

Value

ChartField Value Set

Update/New

Sum By

Value Required

Order By

Account

Update/New

☒

☒

1

Department

Update/New

☐

☐

Operating Unit

Update/New

☐

☐

Product

Update/New

☐

☐

Fund Code

Update/New

☐

☐

Class Field

Update/New

☐

☐

Program

Update/New

☐

☐

Budget Reference

Update/New

☐

☐

Adjustment Periods

Sel

Period

☐

998

GLSC03

Step 4.

Select checkboxes for:

Show Transaction Details

Enter or Select the following information in the **Value** column:

Account: 522000

Expected Results: Correct data entry.

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LMSLEDGER	00050	ACTUALS	2008	1	12		
<div><div><input type="checkbox"/> Show YTD Balance</div><div><input type="checkbox"/> Include Closing Adjustments</div></div> <div><div><input checked="" type="checkbox"/> Show Transaction Details</div><div><input type="checkbox"/> Only in Base Currency</div></div> <div>Max Ledger Rows: 100</div>							

Search

Clear

Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order By
Account	522000		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Product			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

GLSC04

Step 5.

Click 

Search

.

Expected Results: Correct data entry.

Transaction Details

Find | View AllFirst 1 of 3Last

Ledger by Period and Chartfields

Customize | Find | 1 of 1

Period	Account	Account Description	Stat
3	522000	Local Telephone Service	

Amount (in Transaction Currency): 0.000 USDAmount (in Base Currency): 0.000 USD

Journals

Customize | Find | 1-45 of 45Last

Journal ID	Line Descr	Date	Seq	Stat Amt N/R	Amount (in Transaction Currency)	Amount (in Base Currency)
0000642689	Local Telephone Service	09/25/2007		0.00 N	20.000 USD	20.000 USD
0000642689	Local Telephone Service	09/25/2007		0.00 N	30.000 USD	30.000 USD
0000642689	Local Telephone Service	09/25/2007		0.00 N	-50.000 USD	-50.000 USD
0000642689	Local Telephone Service	09/25/2007	1	0.00 N	-20.000 USD	-20.000 USD
0000642689	Local Telephone Service	09/25/2007	1	0.00 N	-30.000 USD	-30.000 USD
0000642689	Local Telephone Service	09/25/2007	1	0.00 N	50.000 USD	50.000 USD
0000642710	Local Telephone Service	09/25/2007		0.00 N	20.000 USD	20.000 USD
0000642710	Local Telephone Service	09/25/2007		0.00 N	30.000 USD	30.000 USD
0000642710	Local Telephone Service	09/25/2007		0.00 N	-50.000 USD	-50.000 USD
0000642710	Local Telephone Service	09/25/2007	1	0.00 N	-20.000 USD	-20.000 USD
0000642710	Local Telephone Service	09/25/2007	1	0.00 N	-30.000 USD	-30.000 USD
0000642710	Local Telephone Service	09/25/2007	1	0.00 N	50.000 USD	50.000 USD
0000642711	Local Telephone Service	09/25/2007		0.00 N	20.000 USD	20.000 USD
0000642711	Local Telephone Service	09/25/2007		0.00 N	30.000 USD	30.000 USD
0000642711	Local Telephone Service	09/25/2007		0.00 N	-50.000 USD	-50.000 USD
0000642712	Local Telephone Service	09/25/2007		0.00 N	20.000 USD	20.000 USD
0000642712	Local Telephone Service	09/25/2007		0.00 N	30.000 USD	30.000 USD

GLSC05

Step 6.

Pick a link to one of the journal entries to see the journal criteria.

Expected Results: Journal Inquiry Details page displays.

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LMSLEDGER	00050	ACTUALS	2008	1	12		

☐ Show YTD Balance

☐ Include Closing Adjustments

☒ Show Transaction Details

☐ Only in Base Currency

Max Ledger Rows: 100

Go To: Inquiry • Transaction Details

Criteria

Journal Header

Journal ID:	0000642689	Date:	09/25/2007	Schedule:	
Ledger Group:	ACTUALS	Original Date:	09/25/2007	Process:	No Request
Source:	ONL	Date Posted:	09/25/2007	Total Lines:	3
Journal Status:	Unposted	Reversal Date:		User ID:	CSCHNEIDER
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	00050
Doc Seq:		Budget Status:	Valid		
Long Description:					

GLSC06

Totals by Currency							Find	View All	First	4 of 1	Last			
Currency: USD		Debit Amount:	50,000	Credit Amount:	50,000	Net:	0,000							
<input checked="" type="radio"/> All Lines														
<input type="radio"/> From/To      From Line: <input type="text"/> To Line: <input type="text"/> <input type="button" value="Query Journal Lines"/>														
Journal Line														
Line #	Line Descr	Amount (in Transaction Currency)	Currency	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Project	Activity	An Type	Source Type	Category
1	Local Telephone Service	20,000 USD		10020	522000	10000	007001	2008						

GLSC07

Step 7.

Click [Inquiry Criteria](#) to go back and change inquiry detail information.

Expected Results: Ledger Inquiry page displays.

Exercise complete.

Exercise 2: Journal Inquiry

Navigation

General Ledger >> Review Financial Information >> Journals >> Add a New Value

Add a New Value

Inquiry Name: “Your initials”JOURNAL

Journal Inquiry Detailed Information

Unit: 00050  
Ledger: LEDGER  
Fiscal Year: 2008  
From Period: 1  
To Period: 12  
User: GLUSER3

Additional Instructions:

Click [Search](#) to find results.

Click on Journal ID link to see journal entry.

Results

If your screens don’t reflect the ones below, please notify the instructor.

Journal Inquiry

Ledger Criteria

Inquiry

LMSJOURNAL

Journal ID

User

GLUSER3

\*Unit

00050

Date

Document Sequence

\*Ledger

ACTUALS

Status

Sort By

Journal Id

\*Year

2008

Source

Max Rows

100

\*From Period

1

Currency

\*To Period

12

Stat

Suspense Status

Document Type

Search

Delete

Clear

Journals

Customize | Find |

First 1-2 of 2 Last

Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	Descr
0000643038	10/04/2007	00050	Valid	ONL	No Susp	GLUSER3	10/04/2007	
0000643918	10/29/2007	00050	Errors	ONL	No Susp	GLUSER3	10/29/2007	

GLSC08

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat	Doc Type	Suspense Status
LMSJOURNAL	00050	ACTUALS	2008	1	12				

Max Journal Rows: 100

Go To: Journal Criteria

Journal Header

Journal ID:

0000643038

Date:

10/04/2007

Schedule:

Ledger Group:

ACTUALS

Original Date:

10/04/2007

Process:

No Request

Source:

ONL

Date Posted:

Total Lines:

2

Journal Status:

Valid

Reversal Date:

User ID:

GLUSER3

Balanced:

DR=CR

Reversal:

None

InterUnit BU:

00050

Doc Seq:

Budget Status:

Valid

Long Description:

GLSC09

Totals by Currency

Find | View All

First 1 of 1 Last

Currency: USD

Debit Amount: 200.000

Credit Amount: 200.000

Net: 0.000

All Lines

From/To

From Line:

To Line:

Query Journal Lines

Journal Line

Line #	Line Descr	Amount (in Transaction Currency)	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Project	Activity	An Type	Source Type	Category
1	Property Tax	-200.000 USD	10020	400100	10000	000TND	2008						
2	Property Tax	200.000 USD	10020	110000	10000	000TND	2008						

GLSC10

Exercise 3: Budget Overview

Navigation

Commitment Control >> Review Budget Activities >> Budgets Overview

Add a New Value

Inquiry Name: “Your initials”BUDOVER

Budgets Overview Detailed Information

Description: Budgets Overview  
Business Unit: 00050  
Ledger Group: ALLOT  
From Budget: 2008Q2  
To Budget Period: 2008Q2  
Fund From and To: 10020

Additional Instructions:

Click 

Search

 to find results.





Results

Search Results

View All

First1-13 of 13Last

Business Unit	Ledger Group	Account	Department	Operating Unit	Product	Fund Code	Class Field	Program	Budget Reference	Affiliate	Fund Affiliate	Incident Locality	PC Business Unit	Project Activity	Source Type	Budget Period	Statistics Code
00050	ALLOT	E29999	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E51000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E52000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q1	(blank)
00050	ALLOT	E52000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E52000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q3	(blank)
00050	ALLOT	E53000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q1	(blank)
00050	ALLOT	E53000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E54000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q1	(blank)
00050	ALLOT	E54000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E55000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q1	(blank)
00050	ALLOT	E55000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E56000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E58000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)

GLSC12

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Account	Bud Ref	Budget Period
00050	ALLOT	10020	E53000	2008	2008Q1

Display Chart

Ledger Amounts

Budget:	100,000.000 USD	Attributes	Max Rows:	100
Expense:	2,991,115.000 USD	Parent / Children		
Encumbrance:	0.000 USD	Associated Budgets		
Pre-Encumbrance:	0.000 USD			
Associate Revenue:	0.000 USD			

Available Budget

Without Tolerance:	-2,891,115.000 USD	Percent:	(-999.99%)
With Tolerance:	-2,891,115.000 USD	Percent:	(-999.99%)

Budget Exceptions

Exception Errors:	5	Exception Warnings:	31	Budget Exceptions
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GLSC13

Ledger

Business Unit:00050

Ledger:ALLOT\_BD

CustomizeFind

First1 of 1Last

Fund	Account	Bud Ref	Budget Period
10020	E53000	2008	2008Q1

GLSC14

Ledger

Business Unit:00050

Ledger:ALLOT\_BD

CustomizeFind

First1 of 1Last

Fund	Account	Bud Ref	Budget Period	Base Amount	Transaction Amount	Last Update DateTime	Process Instance
10020	E53000	2008	2008Q1	100000.000 USD	100000.000 USD	09/24/2007 11:33:33AM	3338906

GLSC15

Budget Journal

Business Unit:00050

Ledger:ALLOT\_BD

CustomizeFind

First1 of 1Last

Budget Chartfields

Amounts

Journal ID	Date	Status	Year	Period	Line #	Fund	Account	Bud Ref
0000642615	09/20/2007	Posted	2008	3	1	10020	E53000	2008

GLSC16

CustomizeFind

First1 of 1Last

Journal ID	Date	Status	Year	Period	Line #	Fund	Account	Bud Ref	Budget Period	Foreign Amount	Monetary Amount	Line Descr	Entry Type	Date Posted
0000642615	09/20/2007	Posted	2008	3	1	10020	E53000	2008	2008Q1	100,000.000 USD	100,000.000 USD	Contracted Services Roll Up	Original	09/20/2007

GLSC17

Budget Header

Budget Lines

Budget Errors

Unit:

00050

Journal ID:

0000642615

Date:

09/20/2007

Ledger Group:

ALLOT

Fiscal Year:

2008

Period:

3

Control ChartField:

Fund Code

Currency:

USD

Budget Header Status:

Posted

Rate Type:

CRRNT

Budget Entry Type:

Original

Exchange Rate:

1.00000000

Parent Budget Options

Cur Effdt:

09/20/2007

GLSC18

Budget Header

Budget Lines

Budget Errors

Unit:

00050

Journal ID:

0000642615

Date:

09/20/2007

Budget Header Status:

Posted

\*Process:

Copy Journal

Process

Lines

Customize | Find | View All | First | 1-4 of 4 | Last

Chartfields and Amounts

Base Currency Details

FFY: Y

Line	Ledger	Budget Period	Speed Type	Fund	Account	Bud Ref	Set Options	Entry Event	Currency	Amount
1	ALLOT_BD	2008Q1	Speed Type	10020	E53000	2008	Set Options		USD	100,000.000
2	ALLOT_BD	2008Q1	Speed Type	10020	E54000	2008	Set Options		USD	100,000.000
3	ALLOT_BD	2008Q2	Speed Type	10020	E53000	2008	Set Options		USD	50,000.000
4	ALLOT_BD	2008Q2	Speed Type	10020	E54000	2008	Set Options		USD	50,000.000

From Line:

To:

Generate Budget Period Lines

Totals

Total Lines:

4

Total Debits:

0.000

Total Credits:

300,000.000

GLSC19

Budget Header

Budget Lines

Budget Errors

Unit:

00050

Journal ID:

0000642615

Date:

09/20/2007

Budget Header Status:

Posted

Header Errors

Customize | Find | First | 1 of 1 | Last

Go To Header

Field Name

Set

Msg

Message Text

Go To Header

No journal headers are marked in error.

Line Errors

Customize | Find | First | 1 of 1 | Last

Go To Line

Line #

Field Name

Set

Msg

Message Text

Go To Line

No journal line between line 1 and line 4 is marked in error.

GLSC20

Start Exercise

Exercise 5: General Ledger – Trial Balance Report

Step 1.

Navigate to the following menu path:  
[General Ledger >> General Reports >> Trial Balance >> Add a New Value](#)

Trial Balance

Find an Existing Value

Add a New Value

Run Control ID:

Add

GLSC21

Step 2.

Enter the following information:

Inquir 

Add

 “Your initials”\_TRIAL\_BALANCE (e.g. LMS\_TRIAL\_BALANCE)

Click .

Trial Balance Report

Run Control ID:

LMS\_TRIAL\_BALANCE

Report Manager

Process Monitor

Run

Language:

English

Report Request Parameters

Unit:

00050

\*Ledger:

Adjustment Periods

Adjustment Period

1

Fiscal Year:

Period:

Currency Option:

Base

Currency:

Display Full Numeric Field

Refresh

ChartField Selection

Customize | Find | First | 1 of 1 | Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
----------	-----------------	------------	-------	----------	-------	----------

GLSC22



Step 3.

Enter or Select the following information:

Unit: 00050  
Ledger: ACTUALS  
Fiscal Year: 2008  
From Period: 6

Trial Balance Report

Run Control ID: LMS\_TRIAL\_BALANCE

Report Manager

Process Monitor

Run

Language: English

Report Request Parameters

Unit: 00050

\*Ledger: ACTUALS

Adjustment Periods

Fiscal Year: 2008

Period: 6

Adjustment Period

Currency Option: Base

Currency:

1

+

-

Display Full Numeric Field

Refresh

GLSC23

Step 4.

Refresh

Click

ChartField Selection							Customize	Find	First	1-15 of 15	Last
Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value					
1	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
2	Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
3	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
4	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
5	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
6	Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
7	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
8	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

GLSC24

Step 5.

At the Account field and the Fund Code field, check all checkboxes.

Enter or Select the following information:

Account: 522000  
Fund Code: 10020

ChartField Selection							Customize	Find	First	1-15 of 15	Last
Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value					
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	522000	522000					
2	Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
3	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
4	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10020	10020					
5	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
6	Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
7	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
8	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
9	Product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
10	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
11	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
12	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
13		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
14	Incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
15	Locality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

GLSC25

Step 6.

Run

Click .

Process Scheduler Request

User ID:GLUSER3Run Control ID: LMS\_TRIAL\_BALANCE

Server Name:

Run Date:

12/20/2007

Recurrence:

Run Time:

11:18:01AM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	PDF	Distribution

OK

Cancel

GLSC26

Step 7.

OK

Click .

Expected Results: Trial Balance Report page displays.

Step 8.

Process Monitor

Click to see process running.

Process ListServer List

View Process Request For

User ID:GLUSER3Type:

Last:1DaysRefresh

Server:

Name:

Instance:

to

RunStatus:

DistributionStatus

Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3347953		SQR Report	GLS7012	GLUSER3	LMS_TRIAL_BALANCE	12/20/2007 11:18:01AM IND	Success	Posted	Details

GLSC27

Step 9.

When Run Status is Success and Distribution Status is Posted, report can be viewed.

Click Details .

Expected Results: Process Detail page displays.

Process Detail

Process

Instance:3347953Type:SQR Report

Name:GLS7012Description:Trial Balance Report

Run Status:SuccessDistribution Status:Posted

Run

Update Process

Run Control ID:LMS\_TRIAL\_BALANCE

Location:Server

Server:PSNT

Recurrence:

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Restart Request

Date/Time

Actions

Request Created On:12/20/2007 11:19:59AM INDParametersTransfer

Run Anytime After:12/20/2007 11:18:01AM INDMessage Log

Began Process At:12/20/2007 11:20:26AM INDBatch Timings

Ended Process At:12/20/2007 11:20:36AM INDView Log/Trace

OK

Cancel

GLSC28

Step 10.

Click [View Log/Trace](#) .

Expected Results: **View Log/Trace** page displays.

View Log/Trace

Report

Report ID: 1762035

Process Instance: 3347953

[Message Log](#)

Name: GLS7012

Process Type: SQR Report

Run Status: Success

Trial Balance Report

Distribution Details

Distribution Node: HTTP

Expiration Date: 12/27/2007

File List

Name	File Size (bytes)	Datetime Created
<a href="#">GLS7012_3347953.PDF</a>	1,651	12/20/2007 11:20:36.270000AM IND
<a href="#">GLS7012_3347953.out</a>	108	12/20/2007 11:20:36.270000AM IND
<a href="#">SQR_GLS7012_3347953.log</a>	1,608	12/20/2007 11:20:36.270000AM IND

Distribute To

Distribution ID Type

\*Distribution ID

User

GLUSER3

GLSC29

Step 11.

Find the .PDF file. (i.e [GLS7012\\_3347953.PDF](#) )

Click on the link and the report will open.

Expected Results: **Trial Balance Report** displays.

Report ID: GLS7012

Run Unit: 00050-Auditor of State

Ledger: ACTUALS -- Actuals Ledger

As of Year 2008 and Period 6

Base Currency: USD

Account

522000

Local Telephone Service

Fund

10020

BUDGET COMMITTEE

Curr

USD

Transaction Debit

2,000,002.00

Transaction Credit

0.00

Total for Ledger

USD

2,000,002.00

0.00

GLSC30

Exercise complete.

Exercise 6: Budget Status

Navigation

Commitment Control >> Budget Reports >> Budget Status >> Add a New Value

Add a New Value

Run Control ID: “Your initials”\_BUDGET\_STATUS

Budget Status Detailed Information

Unit: 00050  
Ledger Group: APPROP  
Fund Code: 10020

Additional Instructions:

Click [Refresh](#) to view chartfields.

Click on both checkboxes next to Fund Code.

Results

If your screen shot doesn’t reflect the one below, please notify the instructor.

Report ID: GLS8020						
BUDGET STATUS REPORT						
Page No. 1						
Run Date 11/26/2007						
Run Time 11:35:57						
Run Unit: 00050--Auditor of State						
Ledger Grp: APPROP -- Appropriation Group						
Currency : USD						
Chartfield Criteria						
Fund: 10020						
<u>Fund</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Remaining</u>
10020	12,350,000.00	25,705.00	3,036.00	-501.00	-9,979,407.00	22,352,577.00
Grand Total :	12,350,000.00	25,705.00	3,036.00	-501.00	-9,979,407.00	22,352,577.00

GLSC31

Exercise 7 – Budget Transaction Detail

Navigation

Commitment Control >> Budget Reports >> Budget Transaction Detail >> Add a New Value

Add a New Value

Run Control ID: “Your initials”BUDGET\_TRANSACTION

Budget Transaction Detailed Information

Unit: 00050  
Ledger Group: APPROP  
Date From: 07/01/07  
Date To: 11/30/07  
Fund Code: 10020

Additional Instructions:

Uncheck checkbox for User Budget Overrides.

Click Refresh to view chartfields.

Click on both checkboxes next to Fund Code.

Results

If your screen shot doesn’t reflect the one below, please notify the instructor.

Report ID: GLS6005  
Bus. Unit: 00056--Auditor of State  
Ledger Grp: AFFROP  
Post Date: All Dates  
Tran Type: All Types

PeopleSoft GL  
BUDGET TRANSACTION DETAIL

Page No. 1  
Run Date 12/23/2007  
Run Time 11:58:58

Currency Fund  
USD 10020

Budget	Post Date	Transaction	Document ID	Line	Reference	Total Recognized Amount	Total Collected Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount	Override YR User	Override
	09/20/2007	GL_BD_JRNL		1	Test	0.00	0.00	0.00	0.00	0.00		
	09/20/2007	REQ_FREENC	0000000473	1	Test	0.00	0.00	1,500.00	0.00	0.00		
	09/21/2007	REQ_FREENC	0000000477	1	Test Purchase	0.00	0.00	5.00	0.00	0.00		
	09/21/2007	PO_POENC	0008500003	1	3M COMPANY/Test Purchase	0.00	0.00	0.00	5.00	0.00		
	09/21/2007	PO_POENC	0008500003	1	3M COMPANY/Test Purchase	0.00	0.00	-5.00	0.00	0.00		
	09/21/2007	REQ_FREENC	0000000546	1	SHTESTS	0.00	0.00	100.00	0.00	0.00		
	09/21/2007	AP_VOUCHER	000000316	1	3M COMPANY/TEST	0.00	0.00	0.00	0.00	5.00		
	09/21/2007	AP_VOUCHER	000000337	1	3M COMPANY/Test Purchase	0.00	0.00	0.00	0.00	5.00		
	09/21/2007	AP_VOUCHER	000000337	1	3M COMPANY/Test Purchase	0.00	0.00	0.00	-5.00	0.00		
	09/21/2007	PO_POENC	0008500004	1	3M COMPANY/ZHTESTS	0.00	0.00	0.00	100.00	0.00		
	09/21/2007	PO_POENC	0008500004	1	3M COMPANY/ZHTESTS	0.00	0.00	-100.00	0.00	0.00		
	09/21/2007	REQ_FREENC	0000000697	1	Test	0.00	0.00	200.00	0.00	0.00		
	09/21/2007	REQ_FREENC	0000000713	1	test	0.00	0.00	200.00	0.00	0.00		
	09/21/2007	PO_POENC	0008500005	1	3M COMPANY/test	0.00	0.00	0.00	200.00	0.00		
	09/21/2007	PO_POENC	0008500005	1	3M COMPANY/test	0.00	0.00	-200.00	0.00	0.00		
	09/22/2007	AP_VOUCHER	000000338	1	3M COMPANY/ZHTESTS	0.00	0.00	0.00	0.00	100.00		
	09/22/2007	AP_VOUCHER	000000338	1	3M COMPANY/ZHTESTS	0.00	0.00	-100.00	0.00	0.00		
	09/23/2007	AP_VOUCHER	000000339	1	3M COMPANY/TEST	0.00	0.00	0.00	0.00	15.00		
	09/24/2007	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
	09/24/2007	REQ_FREENC	0000000719	1	Test Purchase	0.00	0.00	500.00	0.00	0.00		
	09/24/2007	PO_POENC	0008500006	1	7K FARMG INC/Test Purchase	0.00	0.00	0.00	500.00	0.00		
	09/24/2007	PO_POENC	0008500006	1	7K FARMG INC/Test Purchase	0.00	0.00	-500.00	0.00	0.00		
	09/24/2007	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
	09/24/2007	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
	09/24/2007	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
	09/24/2007	REQ_FREENC	0000000720	1	Test Purchase	0.00	0.00	400.00	0.00	0.00		
	09/24/2007	REQ_FREENC	0000000723	1	Test Purchase	0.00	0.00	5.00	0.00	0.00		
	09/24/2007	REQ_FREENC	0000000722	1	Test Purchase	0.00	0.00	5.00	0.00	0.00		
	09/24/2007	REQ_FREENC	0000000721	1	Test Item	0.00	0.00	15.00	0.00	0.00		
	09/24/2007	PO_POENC	0008500007	1	3M COMPANY/Test Purchase	0.00	0.00	0.00	400.00	0.00		
	09/24/2007	PO_POENC	0008500007	1	3M COMPANY/Test Purchase	0.00	0.00	-400.00	0.00	0.00		
	09/24/2007	PO_POENC	0008500009	1	3M COMPANY/Test Purchase	0.00	0.00	0.00	5.00	0.00		
	09/24/2007	PO_POENC	0008500009	1	3M COMPANY/Test Purchase	0.00	0.00	-5.00	0.00	0.00		
	09/24/2007	PO_POENC	0008500008	1	3M COMPANY/Test Item	0.00	0.00	0.00	15.00	0.00		
	09/24/2007	PO_POENC	0008500008	1	3M COMPANY/Test Item	0.00	0.00	-15.00	0.00	0.00		
	09/24/2007	PO_POENC	0008500010	1	3M COMPANY/Test Purchase	0.00	0.00	0.00	5.00	0.00		
	09/24/2007	PO_POENC	0008500010	1	3M COMPANY/Test Purchase	0.00	0.00	-5.00	0.00	0.00		
	09/24/2007	AP_VOUCHER	000000340	1	3M COMPANY/Test Item	0.00	0.00	0.00	0.00	10.00		
	09/24/2007	AP_VOUCHER	000000340	1	3M COMPANY/Test Item	0.00	0.00	0.00	-10.00	0.00		
	09/24/2007	AP_VOUCHER	000000341	1	3M COMPANY/Test Purchase	0.00	0.00	0.00	0.00	5.00		

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Exercise 8:  
General Ledger – SOIGL011 Query

Step 1.

Navigate to the following menu path:

Reporting Tools >> Query >> Query Viewer

Expected Results: Query Viewer page displays.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:

Query Name

begins with

Search

Advanced Search

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Step 2.

Enter the following information:

Query Name: SOIGL011

Click 

Add

 .

Expected Results: Query page displays.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:

Query Name

begins with

SOIGL011

Search

Advanced Search

Search Results

\*Folder View:

-- All Folders --

Query	Customize	Find	View All	First	1 of 1	Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
SOIGL011	GL Journals posted	Public	GL - GENERAL LEDGE	HTML	Excel	Schedule	Favorite

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Step 3.

Click **Excel** to run query to **Microsoft Excel**.

**Expected Results:** Another window opens and the query parameters display.

Business Unit:

From Journal Date:

To Journal Date:

Account Greater Than:

Bud Ref:

View Results

Ref	Unit	Journal ID	Date	Account	Fund	Dept	Program	Class	Bud Ref	Project	Amount	Status	Ref No	Line Descr	Posted	L De
-----	------	------------	------	---------	------	------	---------	-------	---------	---------	--------	--------	--------	------------	--------	------

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Step 4.

Enter or Select the following information:

Business Unit:00050

From Journal Date:07/01/07

To Journal Date:10/31/07

Account Greater Than:5

Bud Ref:2008

**Expected Results:** Correct data entry.

Business Unit:

00050

From Journal Date:

07/01/07

To Journal Date:

10/31/07

Account Greater Than:

496600

Bud Ref:

2008

View Results

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Step 5.

Click **View Results** .

**Expected Results:** Results display.

	A	B	C	D	E	F	G	H	I	J	
1	GL Journals	269									
2	Ref	Unit	Journal ID	Date	Account	Fund	Dept	Program	Class	Bud Ref	Project
3	00000336	00050	AP00642644	9/20/2007	565400	10020	007001	10000		2008	
4	00000338	00050	AP00642626	9/21/2007	520600	10020	000TND	10000		2008	
5	00000337	00050	AP00642625	9/21/2007	552300	10020	007001	10000		2008	
6	1234567890	00050	MSA0642723	9/23/2007	530100	10020	007001	10000		2008	
7	1234567890	00050	MSA0642723	9/23/2007	540900	10020	007001	10000		2008	
8	00000339	00050	AP00642645	9/23/2007	530100	10020	007001	10000		2008	
9	00000340	00050	AP00642646	9/24/2007	520600	10020	007001	10000		2008	
10	00000341	00050	AP00642646	9/24/2007	520600	10020	007001	10000		2008	
11	00000342	00050	AP00642646	9/24/2007	520600	10020	007001	10000		2008	
12	00000343	00050	AP00642646	9/24/2007	520600	10020	007001	10000		2008	
13	00000347	00050	AP00642691	9/25/2007	552300	10020	007001	10000		2008	
14		00050	0000642689	9/25/2007	522000	10020	007001	10000		2008	
15		00050	0000642689	9/25/2007	522000	10020	007001	10000		2008	
16		00050	0000642689	9/25/2007	522000	10020	007003	10000		2008	
17		00050	0000642689	9/25/2007	522000	10020	007001	10000		2008	
18		00050	0000642689	9/25/2007	522000	10020	007001	10000		2008	
19		00050	0000642689	9/25/2007	522000	10020	007003	10000		2008	
20		00050	0000642710	9/25/2007	522000	10020	007001	10000		2008	
21		00050	0000642710	9/25/2007	522000	10020	007002	10000		2008	
22		00050	0000642710	9/25/2007	522000	10020	007003	10000		2008	
23		00050	0000642710	9/25/2007	522000	10020	007001	10000		2008	
24		00050	0000642710	9/25/2007	522000	10020	007002	10000		2008	
25		00050	0000642710	9/25/2007	522000	10020	007003	10000		2008	
26		00050	0000642711	9/25/2007	522000	10020	007001	10000		2008	
27		00050	0000642711	9/25/2007	522000	10020	007002	10000		2008	
28		00050	0000642711	9/25/2007	522000	10020	007003	10000		2008	
29		00050	0000642712	9/25/2007	522000	10020	007001	10000		2008	
30		00050	0000642712	9/25/2007	522000	10020	007001	10000		2008	

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Exercise complete.



